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## Certified Management Fundamentals (CMF)

The CMF certificate focuses on developing and enhancing competencies required for effectively improving personal performance and the performance of others.

The CMF certificate is appropriate for employees with the motivation to grow in their current jobs and the desire to assume even greater responsibilities.

To qualify to receive a CMF certificate, you will need to complete the list of courses below. Once you have successfully completed all courses, you can contact our office and we will verify your transcript. You will then be asked to complete an applied project encompassing all of your learning. (Please see “Applied Projects” for details.) When your project has been received and approved, you will then be issued the certificate of Certified Management Fundamentals.

CMF courses:	Date Taken:
– Managing Work Relationships	_____
– Conflict Management	_____
– Dealing With Difficult Behaviors	_____
– Effective Meeting	_____
– Business Writing	_____
– Communication Skills	_____
– Performance Management	_____
– Creative Thinking	_____
– Problem Solving & Decision Making	_____
– Introduction to Leadership	_____
– Managing Human Resource Systems	_____

There is no application process to receive the CMF certificate. **You will need to follow your agency’s guidelines for requesting enrollment into courses and then contact us once you have completed them all.**

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## Applied Projects

In order to be “certified”, participants must do more than simply attend training. They must also demonstrate that they have learned the information and that they can use the information to positively impact their work environments. Projects provide the format for documenting the application of learning back on the job.

Projects should illustrate application of learning that significantly impacts the performance of individuals, groups, or the organization as a whole. They should not be “make-up work”; rather they should provide evidence of your application of core curriculum knowledge, principles, theories, and techniques to current job responsibilities.

One approach to identifying a potential project is to realistically assess your own strengths and improvement opportunities as they relate to your current job responsibilities. You might ask yourself the following questions:

Am I taking full advantage of my strengths? If not, what have I learned that I can use to build on and enhance my strengths in the performance of my job?

What are my improvement opportunities? Are there recurring situations or problems that need attention? If so, what have I learned that I can use to address these situations or problems in new ways?

One project is required to receive the certification of CMF. A project writing handbook will be available on the OEOD website.